

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Governmental Program Analyst	DRMT/Rolling Stock Procurement Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Contract Administration	900-075-5393-015	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the direction of a Rail Transportation Manager I (Chief, Rolling Stock Procurement Branch) the incumbent is responsible for performing a variety of complex duties in the support of the team's project contract management functions. The incumbent has an in-depth knowledge of Department contract development process, fund encumbrance procedures, budget allocations and Department accounting procedures. The incumbent must have the ability to determine current status of encumbrances and expenditures, manage contract payments, resolve issues and maintain budget data, work independently, using good judgment and maintaining close attention to detail. The incumbent is expected to produce quality work within requested time frames with minimal supervision. Some travel may be required.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Job Description
Essential (E)/Marginal (M)¹

30%

E As liaison between the Office of Rail Equipment and other functional units within the Department, including contracts, budgets and accounting, the incumbent works with project managers to verify that various contracts and contract invoices are in compliance with the project scope of work, contract provisions and requirements, project budget and state contracting provisions. The incumbent ensures that the procedures for the contract execution, budgets, and invoices are adhered to by analyzing the financial packages related to the contract.

25%

E The incumbent monitors the budget for all projects within the Office of Rail Equipment including maintaining a contract budget, expenditure tracking system and utilizing several accounting and fund management software programs that includes EFIS, FileMaker Pro, Quicken, Word and Excel to document approved contract budget expenditures. The incumbent monitors and manages the expenditures for the various projects and contracts, and for the annual budget for the Office of Rail Equipment. Ensures that project invoices, once approved, are paid in a timely and contractually compliant manner.

20%

E Prepare budget reports for project managers and manage project funds by tracking all expenditure information related to the contracts. This task includes researching and resolving problems related to expenditure authorizations, encumbrances, fund certifications and invoices. Coordinates with project managers to verify status of all contract expenditure information.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

- 15% E Prepare project status reports for project managers and others within the Department and at other agencies and governmental entities as required but not less frequently than monthly. Project status reports shall include as a minimum a fund assessment (total funds, funds expended and funds remaining), budget status, status of projects in contracting process, status of invoices, advance notice for fund reversion or expiration, and other project status requirements as needed.
- 5% M Coordinate with Division and Department staff on project reporting requirements, project programming and allocation processes, budgeting exercises, develop responses to requests for information from Department of Finance, California Transportation Commission, State Controller's Office and others, and other related tasks as required.
- 5% M Attending community and district meetings on the impact of capital projects on the corridors.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Does not supervise. May have lead responsibility when involved with field assignments.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Knowledge of organization and functions of the Department of Transportation.
- Must understand State of California and Caltrans budgeting, accounting and contracting policies, practices and procedures, basic principles, methods and general trends in political, economic, social, marketing and development, familiarity with all applicable laws, rules and regulations of the railroads; public relations principles and methods and state contract administration.
- Incumbent will utilize telephone and written communications in addition to personal contact in addressing contractor issues such as expenditure, contract compliance, contract critical deadlines and budget balances. Creates e-mail and other correspondence, forms and utilizes reconciliation reports to track and disburse information. The incumbent independently composes letters and meets with contractors, department contracts office and accounting staff to resolve problems.
- Must also have the skills and ability to utilize computers to perform the word processing, develop spreadsheets, create and update databases, including Microsoft Word, Microsoft Excel and Quicken, and File Maker Pro.
- Ability to read and understand contracts and related documents.
- Ability to read and have a basic understanding of plans and specifications relating to track and rolling stock contracts.
- Ability to use a variety of analytical techniques to resolve or contribute to the resolution of contract issues; develop and evaluate alternatives.
- Ability to speak and write effectively; analyze situations accurately and take effective action.
- Ability to operate computers, printers, scanners, copiers and other office machinery.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor. Work is then independently and incumbent makes recommendations as necessary. Decisions may be made in the absence of the supervisor in situations where immediate action is required.

Errors in judgment or inadequacies in recommendations and decisions could result in inadequate budget development, insufficient contract monitoring, loss of funds, and/or increased project costs, which would negatively impact the State's rail equipment operations and/or project implementation.

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

PUBLIC AND INTERNAL CONTACTS

Has considerable contact with various government agency employees at local, state and federal levels; private industry representatives including railroad companies; general public and special interest groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Requires occasional bending, stooping and kneeling.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Develop new insights into situations and apply innovative solutions to make organizational improvements.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Employees may be required to travel.

Overtime may be required.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

JODI LEHMKUHL

EMPLOYEE (Signature)

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SHARON BEASLEY

SUPERVISOR (Signature)

DATE